



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION

JOB OPPORTUNITY

**DEVELOPMENTAL SERVICES RESOURCE MANAGEMENT SPECIALIST**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Location:** East Hartford

**Job Posting No:** 00019720

**Hours:** Monday-Friday 8:30a-4p; RDO's: Saturday & Sunday

**Salary:** \$53,651.00 - \$72,369.00

**Closing Date:** December 29, 2014

**Examples of Duties:** Duties consistent with the Developmental Services Resource Management Specialist class specification. This position is accountable for reviewing fiscal and operational practices of contracted private agencies to ensure they adhere to fiscal obligations and that quality services are provided to consumers in accordance with Agency standards; Responsible for the day to day coordination of authorizations for both Contract Service Authorizations and Vendor Service Authorizations for approximately 15-20 qualified private provider agencies; review and adjust resources of individuals as needed. This may involve many authorizations changes based on Planning Resources Allocation Team (PRAT) funding awards, Utilization Resource Reviews, movement & other factors that impact funding amounts. Compile agency information for programmatic & fiscal reviews; monitor the provider's billing and ensure errors are rectified; ensure providers are funded for services; track and maintain consumer's biographical information in applicable databases; review one time requests for accuracy to ensure the service is justified and submit the request to PRAT for approval; create a contract authorization to approve one time requests for service; review and analyze private agency operational plans which reflect actual and projected spending for services to clients; research all financial transactions and document and develop the Annual Fiscal Report for each agency; facilitate the Annual Review; review Quality Service Reviews from agency staff; submit requests to private agencies for Plans of Corrections; meet with private agencies to address programmatic and quality concerns to ensure Plan of Correction is implemented; conduct on-site visits to assure private agencies are in compliance with Department standards; analyze and summarize a variety of data; gather consumer referral candidates for residential placement and coordinate with PRAT to fill vacancies at private agencies; process amendments; review, monitor and process one-time requests and payments, posting of documentation on shared computer drive; monitor referral and placement activity; maintain Agency Contract Book; process Capital Development Requests; update eCAMRIS regarding placement & program changes, abuse & neglect investigations, participation in PRAT, PRC, HRC, URR as needed. Follow-up on special concerns that may include licensing, Office of Protection & Advocacy, site visits (CLA, SL, Day, ICF/ID); chair and or participate in RFP reviews; participate in Quality Improvement Activities. Valid driver's license, required to travel. Performs other related duties as required.

**Minimum Qualifications Required Knowledge, Skill and Ability:** Considerable knowledge of relevant state and federal laws, agency policies and procedures; considerable knowledge of modern methods of care, program design, treatment and education of persons with mental retardation and other developmental disabilities living in various community settings; knowledge of resource monitoring and evaluation; knowledge of business finance and accounting procedures; interpersonal skills, oral and written communication skills, ability to analyze and critique private agency, organization and individual practitioner's recordkeeping and financial statements; ability to utilize computer software.

**Experience and Training:**

**General Experience:** Six (6) years of professional experience in a human services setting providing services and supports to persons with developmental disabilities.

**Special Experience:** Two (2) years of the General Experience must have been conducting fiscal analysis and oversight of individual budgets/plans or basic auditing of business and accounting information and practices.

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. For State Employees, three (3) years as a Developmental Services Compliance Coordinator and a Bachelor's degree in accounting, business administration, education, finance, health care administration or a related field may be substituted for the General and Special Experience.

**Special Requirements:**

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for All Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59pm on the closing date indicated above**

**Send application materials to:**

**Department of Developmental Services – North Region**

**155 Founders Plaza/255 Pitkin Street – 2<sup>nd</sup> Floor – East Hartford, CT 06108**

**Attn: Recruiter**

**Email: [DDS.NR.Recruiting@ct.gov](mailto:DDS.NR.Recruiting@ct.gov) Phone: (860) 263.2623 Fax: (860) 706.1420**

**Application materials can be emailed, faxed or mailed**

**Incomplete application materials will not be considered.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities